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SOUTH CAROLINA COUNCIL ON VOCATIONAL AND TECHNICAL EDUCATION



ANNUAL REPORT 1993-1994

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SOUTH CAROLINA COUNCIL ON VOCATIONAL AND TECHNICAL EDUCATION

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November 1, 1994

The Honorable Carroll A. Campbell, Jr.
Governor of South Carolina
The State House
Columbia, South Carolina 29201

Dear Governor Campbell:

I am pleased to transmit on behalf of the members the 1993-94 Annual Report of the State Council on Vocational and Technical Education. The report recounts the authority, responsibility, and the activity of the Council for the 1993-94 fiscal year. Appropriate financial information is included.

The Council feels that there is a renewed emphasis on articulation and delivery systems in the public secondary schools and the public postsecondary institutions. Continued hard work in both arenas will be needed to meet the challenge of the times in providing steady and direct routes to jobs.

We stand ready to answer any questions that might arise. If we can be of any service, please let us know.

Sincerely,

A handwritten signature in dark ink, reading "Kenneth E. Goad". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kenneth E. Goad, Chairperson
South Carolina State Council on
Vocational and Technical Education

TABLE OF CONTENTS

OVERVIEW	3
PURPOSE	3
AUTHORITY -- RESPONSIBILITY	4
COUNCIL MEMBERS	5
COUNCIL STAFF	5
FEDERAL REQUIREMENTS	6
ACTIVITIES	8
FISCAL	10
REPORT OF AVAILABLE FUNDS AND EXPENDITURES	11
PUBLICATIONS	12

OVERVIEW

The State Council on Vocational and Technical Education is a separate state agency established under the auspices of the Carl D. Perkins Vocational Education Act of 1984 (reauthorized as the Carl D. Perkins Vocational and Applied Technology Education Act of 1990) which authorized federal funds for vocational education in the state. The Act specifies that for a state to be eligible to receive federal funds for vocational education, among other conditions, the State must have a State Council. The Council's purpose is to carry out evaluative functions and to provide advice to appropriate boards on policy matters pertaining to secondary level vocational education, to post-secondary level vocational education (technical education), and to the job training program delivery system assisted under the Job Training Partnership Act. The Council's thirteen members are representative of both the public and private segments of the population and are appointed by the Governor. Much of the work of the Council is with the boards for vocational education, technical education job training and their administrative units. These include the State Board of Education, the Office of Occupational Education in the State Department of Education, the State Board for Technical and Comprehensive Education and its staff, and the State JTPA Administrative Unit of the Employment Security Commission. The Council also works with other boards, agencies, or groups concerned with occupational education and training. Financial support of the Council consists primarily of a federal allocation to the Council which, by federal law, may not be diverted for any other purpose.

The Council does not conduct any education programs or have any administrative authority over vocational or technical education programs or job training. The efforts of the council are directed primarily to evaluation, research, and the development of policy advice. The policy advice, in the form of recommendations, is submitted to the appropriate board or boards to improve the programs and the efficiency of occupational education and job training in South Carolina.

In May of 1993, the South Carolina General Assembly amended Section 59-54-20 of the 1976 Code requiring that the terms of all Council members expire July 1, 1993 with no member eligible for reappointment by the Governor. The State Council membership was reconstituted effective July 1, 1993, with seven members of the Commission on Higher Education required to serve on the Council. The text of this annual report covers those activities conducted by the new Council and its staff during its first year of operation from July 1, 1993 through June 30, 1994.

PURPOSE

The State Council was first established in 1969. The Council's purpose stems from both federal and state legislation. Among its federally mandated responsibilities, the Council is required to evaluate "the vocational education program delivery systems assisted under this Act, and under the Job Training Partnership Act...." The Carl D. Perkins Vocational Education Act further specifies that the Council is to "make recommendations to the State Board...." Given the governance of the systems of occupational education in South Carolina and support under

Executive Order 85-09, the Council has developed working relationships with the State Board for Vocational Education (which is the State Board of Education), and very similar relationships with the State Board for Technical and Comprehensive Education. The other major unit that the Council has oversight responsibilities for is the state administrative unit for the programs of the Job Training Partnership Act (JTPA).

Other mandates of the Carl D. Perkins Act require the council to: "furnish consultation to the State Board" (Section 112(d)(4)); "make recommendations to the State Board and make reports to the Governor, the business community, and the general public of the State..." (Section 112(d)(2)); be involved with the State's planning process for vocational education (Section 113(a)(2)(A)); and "submit recommendations to the State Board..." (Section 112(d)(5)). These responsibilities and more must be met in order for the State to remain eligible for federal vocational education funds.

AUTHORITY -- RESPONSIBILITY

The authority of the 1993-94 Council comes from three sources: a Federal Act, a State Executive Order, and a State Act. The Carl D. Perkins Vocational and Applied Technology Education Act of 1990, Section 112, specifies that to be eligible for federal funds for vocational education, the State "shall establish a state Council...." This Act also provides the conditions by which the Council shall operate, the membership requirements, duties, and other specifics.

Executive Order 85-09, issued by Governor Richard W. Riley on April 1, 1985 and still in effect, endorses the provisions of the Federal Act and creates the Council as an agency in State government.

The Employment Revitalization Act of 1986 (ERA) was signed into State Law on April 29, 1986. This Act designated the State Council on Vocational and Technical Education to serve also as the State Occupational Training Advisory Committee (SOTAC), with additional specified responsibilities.

Effective June 30, 1993, the S.C. General Assembly amended Section 59-54-20 of the Employment Revitalization Act (ERA), reconstituting the membership of the Council and designating the Commission on Higher Education as the State Occupational Training Advisory Committee (SOTAC). Thus, the specific State responsibilities and activities of the SOTAC that were previously described in the Annual Reports of the Council on Vocational and Technical Education will now be included in the Annual Report of the Commission on Higher Education.

The responsibility of the Council encompasses all of vocational education, technical education, and other occupational education or job training programs that culminate at any level less than the baccalaureate degree.

COUNCIL MEMBERS

The Carl D. Perkins Vocational and Applied Technology Education Act of 1990 requires the State Council to be composed of thirteen members appointed to fill specified membership categories. The Council elects the Chairperson from among its private sector members. For 1993-94, Mr. Robert C. Gallagher was elected chairperson, and Edward P. Rodelsperger was elected Vice Chairperson.

The Governor appoints Council members for three-year terms beginning on July 1 and ending on June 30, three years later. Each may be reappointed. Members appointed to unexpired terms fill the term for the membership category in which they serve.

The following persons were members of the Council during fiscal year 1993-94:

Mr. D. Glenburn Askins, Jr.
Ms. Barbara L. Brunson
Mr. Fred L. Day
Mr. Robert C. Gallagher
Mr. R. Austin Gilbert, Jr.
Mr. Kenneth E. Goad

Mr. Lewis Phillips
Dr. Mildred Rice
Mr. Gus J. Roberts
Mr. Edward P. Rodelsperger
Mr. Joseph J. Turner, Jr.
Ms. Diana Walter

COUNCIL STAFF

Three full-time funded positions were transferred to the Commission on Higher Education by the May 1993 legislation passed by the General Assembly.

Serving the Council as a primary responsibility were the following people:

Alan Krech
Barbara Anderson
David Reese
LaDonna Shawhan

Director
Coordinator
Business Manager
Administrative Assistant

The Commissioner restructured the positions, assigning one employee essentially full-time as Coordinator of Vocational and Technical Education, naming an Associate Commissioner as Director (approximately half-time) and assigning other employees with part-time responsibilities as chief fiscal officer, business manager, procurement officer, accountant, administrative assistant, and receptionist.

FEDERAL REQUIREMENTS

The requirements and responsibilities of the State Council are contained in Public Law 101-392, Section 112:

"Each State which desires to participate in vocational education programs authorized by this Act for any fiscal year shall establish a State Council, which shall be appointed by the Governor, or in the case of States in which the members of the State board of education are elected (including election by the State legislature), by such board. Each State council shall be composed of 13 individuals, and shall be broadly representative of citizens and groups within the State having an interest in vocational education. Each State council shall consist of:

(1) seven individuals who are representative of the private sector in the State who shall constitute a majority of the membership-

(A) five of whom shall be representative of business, industry, trade organizations and agriculture; including-

(i) one member who is representative of small business concerns; and

(ii) one member who is a private sector member of the State job training coordinating council...

(B) two of whom shall be representative of labor organizations;

(2) six individuals who are representative of secondary and postsecondary vocational institutions... individuals who have special knowledge and qualifications with respect to the special educational and career development needs of special populations..."

The following list of federal responsibilities is extracted from the Act:

Advise the State board "on the development of the State Plan." (Section 112.(d)(1))

"Furnish consultation to the State board on the establishment of evaluation criteria for vocational education programs within the State." (Section 112.(d)(4))

"assess the distribution of financial assistance furnished under this Act, particularly with the analysis of the distribution of financial assistance between secondary vocational education programs and postsecondary vocational education programs." (Section 112.(d)(6))

Advise the State board on "policies the State should pursue to strengthen vocational education (with particular attention to programs for the handicapped)..."(Section 112.(d)(2)(B))

Advise the State board on "initiatives and methods the private sector could undertake to assist in the modernization of vocational education programs..." (Section 112.(d)(2)(C))

"Report to the State board on the extent to which individuals [handicapped, disadvantaged, adults, single parents, persons in non-traditional programs, and criminal offenders] are provided with equal access to quality vocational education programs..." (Section 112.(d)(8))

Evaluate at least every two years "the extent to which vocational education, employment and training programs in the State represent a consistent, integrated, and coordinated approach to meeting the economic needs of the State"..." (Section 112.(d)(10)(A)(i))

"Evaluate at least once every two years "the vocational educational program delivery system assisted under this Act, and the job training program delivery system assisted under the Job Training Partnership Act..." (Section 112.(d)(10)(A)(i)(ii))

"Analyze and review corrections programs..."(Section 112.(d)(9))

Issue reports to the Governor, the business community, and the general public...(Section 112.(d)(2))

"Comment on the adequacy or inadequacy of State action in implementing the State Plan..."(Section 112.(d)(10)(B))

"Make recommendations to the State board on ways to create greater incentives for joint planning and collaboration between the vocational education system and the job training system at the State and local levels..." (Section 112.(d)(10)(c))

ACTIVITIES

Given the total reconstitution of the Council membership as well as the appointment of a new Director, much of the Council's activity during the first year focused on reorganization and education. During its first meeting on July 1, 1993, the Council elected Mr. Robert C. Gallagher as Chairman and approved two resolutions designating the South Carolina Commission on Higher Education as its fiscal agent and contracting with the Commission "for such personnel and other services as deemed necessary to carry out its functions and to fulfill its mandates under applicable law."

During its second meeting on September 2, 1993, the Council approved revised ByLaws, elected Mr. Edward Rodelsperger as Vice-Chair, and elected an executive committee consisting of the Chair, Vice-Chair, and Mr. Gus Roberts representing JTPA, Dr. Mildred Rice representing vocational education and Ms. Diana Walter representing post-secondary education. The Council was also given a report on the public hearing of the Compliance Review Committee and was furnished copies of the Council's written response. (The Compliance Review Committee had found that the previous Council had not corrected problems identified by the Legislative Audit Council in a May 1991 audit, and had requested that the reconstituted Council address those issues.) Members were provided with a basic orientation session and provided with a binder containing useful information. The Council also approved a work plan and a budget for the fiscal year.

At its third meeting on November 4, 1993, the Council approved the draft of the Annual Report for fiscal year 1992-93 and discussed federally mandated reporting requirements as well as a schedule of site visits. They then heard presentations by Mr. Gary Lashway of the State Department of Education describing the needs assessment process and development of the State Plan for Vocational Education and by Ms. Mildred Roberts and members of her staff describing the impact of the SREB model on Calhoun-Orangeburg schools.

The fourth meeting was held on March 24, 1994, at the Aynor/Conway Career Center in Conway. The Council approved a letter to the State Board of Education providing its official comments concerning the draft South Carolina Two-Year State Plan for Vocational-Technical Education: 1995 and 1996. Most of the remainder of the meeting was dedicated to a tour and description of activities at the Center, including considerable explanation of those changes that were taking place in vocational education in Horry County, the State, and the nation.

The fifth and final meeting of the year was, in accordance with the requirements of the Perkins Act, a public hearing. The meeting was held on May 5, 1994 in the main conference room of the Commission on Higher Education. The two individuals who requested to speak were Mrs. Eunice McAllister, Coordinator for the South Carolina Chapter of Citizens United for Rehabilitation of Errants, who spoke on vocational education in the corrections system and Mr. Joe Dowling, President-elect of the South Carolina Vocational Directors Association, who spoke

on the School-to-Work Opportunities Act of 1994 and talked about the need for cooperation between business/industry and the schools. Mr. Krech also reported on progress that was being made on a report on vocational education in the corrections system.

In addition to the above meetings, staff (and in two cases Council members) accompanied representatives from the Office of Occupational Education in the State Department of Education on four Perkins evaluation visits to South Carolina school districts and made two independent visits to career centers in the State. The Director attended one national meeting sponsored by the U.S. Department of Education in Chicago and one meeting of the National Association of State Councils of Vocational Education in Washington, D.C. He and other staff members held numerous meetings with representatives of the State Department of Education, the State Board for Technical and Comprehensive Education, the Governor's office, the State Vocational Directors' Association, and JTPA staff, and attended a number of pertinent in-State meetings and conferences.

The staff and the Council are appreciative of the part-time assistance of Dr. Nelle Taylor, retired Superintendent of Saluda School District, who provided a great deal of assistance during the extended leave of absence of the Coordinator of Vocational and Technical Education.



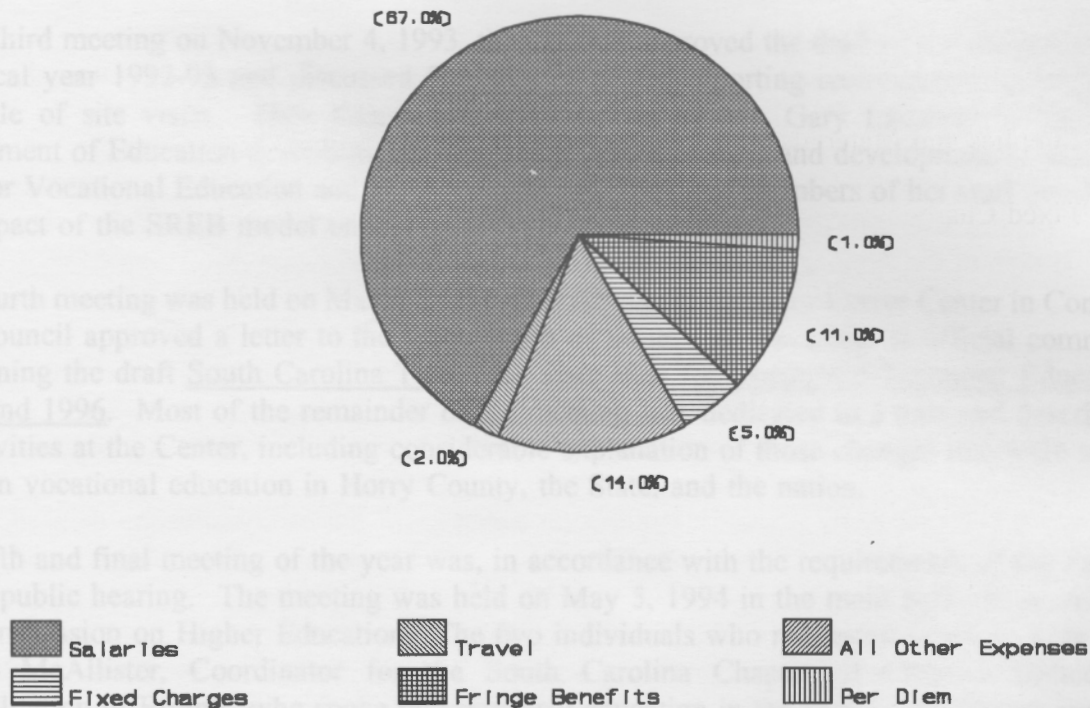
FISCAL

The South Carolina Council on Vocational and Technical Education is supported by federal funds allocated to the Council under the Carl D. Perkins Vocational and Applied Technology Act of 1990. To avoid conflict with federal guidelines, all attributable costs associated with ERA activities are supported by state funds. A complete account of the available federal funds and expenditures is shown on the following page.

All direct and indirect costs of the Council were paid from the federal funds, including salaries, travel, office expenses, per diem for Council members, office rental, and payment of indirect expenses from federal funds to the state.

Major expense items for the Council during the year were salaries and fringe benefits, which comprised 78% of expenditures. As shown on the chart, fringe benefits were 11% and salaries were 67% of the total expenditures. Travel, per diem, and fixed charges accounted for 8% of the total, leaving about 14% for contractual services, equipment and supplies to maintain the office and carry out the work of the Council.

**Expenditures by Category
1993-1994**



REPORT OF AVAILABLE FUNDS AND EXPENDITURES

1993-94

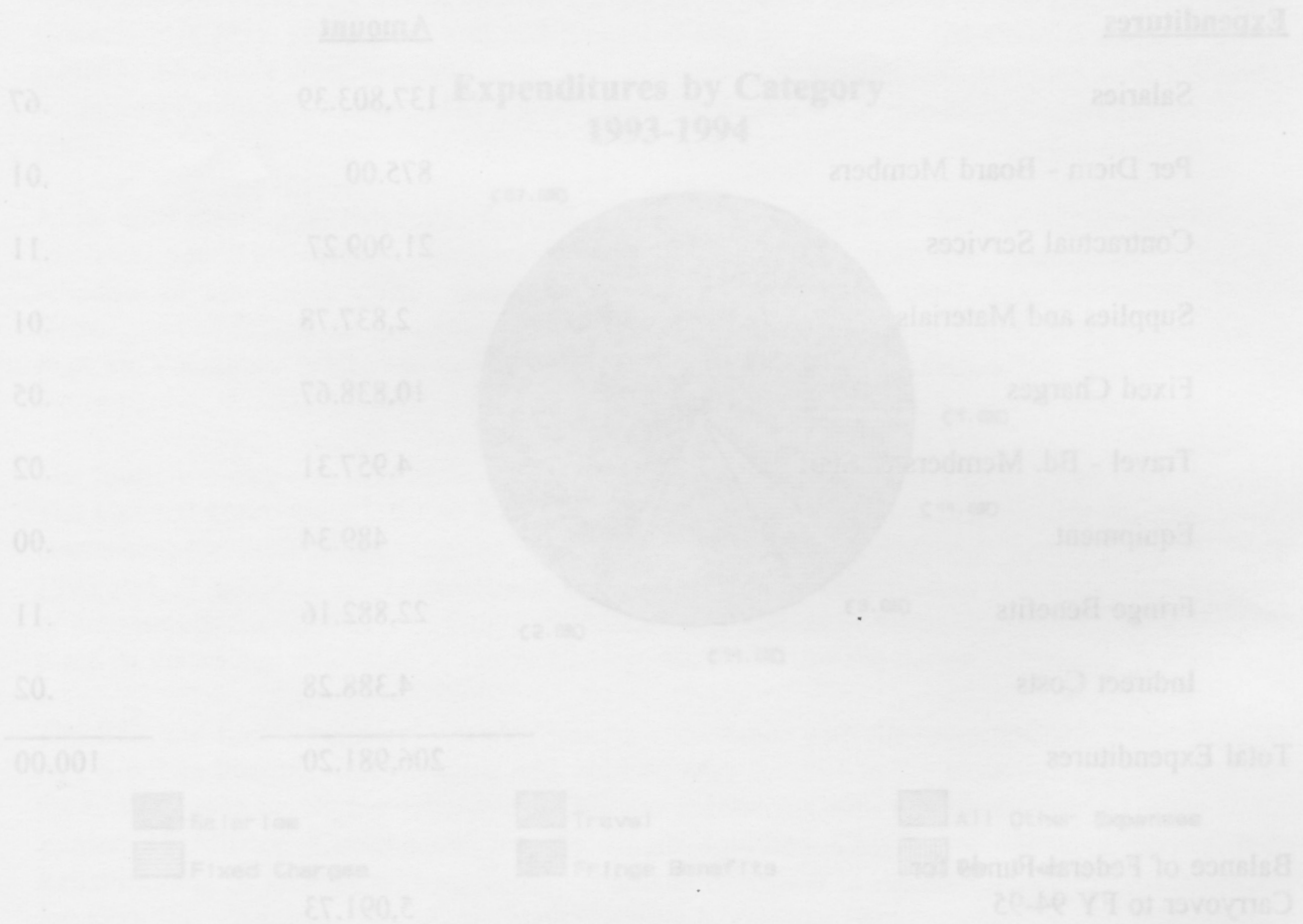
<u>Available funds</u>	<u>Amount</u>	<u>Percent</u>
Federal Funds from 1992-1993		
Carried Forward	62,730.93	
Less adjustments, prior year expense	(6,511.00)	
Federal Allocation for 1993-94	155,853.00	
Total Available Federal Funds	212,072.93	
<u>Expenditures</u>	<u>Amount</u>	
Salaries	137,803.39	.67
Per Diem - Board Members	875.00	.01
Contractual Services	21,909.27	.11
Supplies and Materials	2,837.78	.01
Fixed Charges	10,838.67	.05
Travel - Bd. Members & Staff	4,957.31	.02
Equipment	489.34	.00
Fringe Benefits	22,882.16	.11
Indirect Costs	4,388.28	.02
Total Expenditures	206,981.20	100.00
Balance of Federal Funds for Carryover to FY 94-95	5,091.73	

PUBLICATIONS

S.C. State Council on Vocational and Technical Education Annual Report 1993-94, January 1995.
 South Carolina Council on Vocational and Technical Education, 1333 Main Street, Suite 200,
 Columbia, SC.

All direct and indirect costs of the Council were paid from federal funds. The federal funds were allocated to the Council by the South Carolina Department of Education. The federal funds were used to pay for the Council's operating expenses, including salaries, travel, and other expenses. The federal funds were also used to pay for the Council's capital expenses, including the purchase of equipment and the construction of buildings.

Major expense items for the Council during the year were salaries and benefits, which accounted for 47% of the total expenditures. Travel and other expenses accounted for 14% of the total expenditures. The Council also incurred capital expenses, including the purchase of equipment and the construction of buildings, which accounted for 39% of the total expenditures.



Total Number of Documents Printed	<u>255</u>
Cost Per Unit	\$ <u>.78</u>
Printing Cost - S.C. State Budget & Control Board (up to 255 copies)	\$ <u>198.24</u>
Printing Cost - Individual Agency (requesting over 255 copies and/or halftones)	\$ <u>—</u>
Total Printing Cost	\$ <u>198.24</u>